



Reserve
NCR-7a

Issued May 11, 1936

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D.C.

PROCEDURE FOR THE NORTH CENTRAL REGION 1936 AGRICULTURAL
CONSERVATION PROGRAM AND USE OF RELATED FORMS

(Prescribed pursuant to the authority
vested in the Secretary of Agriculture
under Section 8 of the Soil Conservation
and Domestic Allotment Act)

FOR USE OF COUNTY AND STATE COMMITTEES

INSTRUCTIONS FOR NOTIFICATION OF PRELIMINARY SOIL
DEPLETING BASES AND HANDLING APPEALS

The instructions contained in the procedure for the 1936 Agricultural Conservation Program in NCR-5 provide that immediately following the county organization meeting and school of instruction the community committeemen will aid in the execution of work sheets for all farms in the community. After work sheets have been executed the data will be listed upon listing sheets in the county office. After the data are listed each community committee will review its previous recommendations for soil depleting bases and make any necessary adjustments. Thereafter the County Committee will make its recommendation for preliminary soil depleting bases for all farms in the county.

The sum of the preliminary total soil depleting bases, the sum of the preliminary tobacco soil depleting bases, and the sum of the preliminary cotton soil depleting bases recommended by the county Committee, must not exceed the respective county limits established for such bases.

Notification of Preliminary Soil Depleting Bases

After the County Committee has made its recommendation for preliminary soil depleting bases for each farm in the county, a notice must be sent to each operator and each owner of such farms. Such notice shall be prepared in duplicate, the original of which shall be sent to the owner or operator and the copy of which shall be filed in the county office. Such notice must contain the following:

1. The name and address of person being notified.

2. The following statements: "The soil depleting bases for farms located in _____ County have been adjusted to bring them within the county limits assigned to this county. Recommended soil depleting bases for farms reported as owned or operated by you in this county are listed herein. If you have reason to believe that any of the preliminary soil depleting bases for any farm listed herein is not equitable for such farm and you have facts substantiating your belief, you may submit an appeal in writing to the county committee setting forth such substantiating facts. Because of the application of county limits, appeals will be considered only for the purpose of establishing equitable bases as between farms. If you desire to be present when your appeal is under consideration by the county committee, such desire should be indicated in writing in your appeal. Upon consideration of an appeal the county committee may, if the facts warrant such adjustment, adjust the preliminary soil depleting bases under consideration either upward or downward. All appeals relative to these bases must be received by the county committee on or before _____, 1936. ^{1/} The soil depleting bases finally approved by the State Committee will be available at a later date. You will be notified as soon as possible if a soil depleting base for any farm listed herein as finally approved by the State Committee is less by more than one percent than the corresponding preliminary soil depleting base for such farm.

"The sugar beet soil depleting base will be the number of acres used for the growing of sugar beets in 1936 not in excess of the total soil depleting base less the sum of any cotton and tobacco soil depleting bases. The flax soil depleting base will be the number of acres used for the growing of flax in 1936 not in excess of the total soil depleting base less the sum of any cotton, tobacco and sugar beet soil depleting bases.

"You will not be eligible for a grant in this county unless a work sheet is executed for each farm you own or operate in the county. Therefore, it is very important that you forward to the county committee on or before the above final date for filing appeals a legal or other adequate description of any such farms not listed herein."

3. The serial number of each work sheet.

4. The name of the 1936 operator of each farm.

^{1/} This date should be inserted by the County Committee. Such date shall be seven days after the date of mailing of the notification of preliminary soil depleting bases.

5. The name of the owner of each farm (see definition of owner, Part I, N.C.R.-Bulletin No. 1, Revised).
6. The acreage of all land in each farm.
7. The preliminary total soil depleting base for each farm.
8. The preliminary cotton soil depleting base, if any, for each farm.
9. The preliminary tobacco soil depleting base, if any, for each farm.
10. The signature of the president of the County Agricultural Conservation Association.

Consideration of Appeals

All appeals shall be in writing and must be received by the County Committee on or before the date specified in the notification form. On the day following the final date for filing appeals the County Committee should begin its consideration of appeals. This work should be finished promptly in order to avoid delay in forwarding the listing sheets (Form NCR-6) to the State Committee. Appellants who have indicated their desire to be present when their appeals are under consideration must be notified of the date of such consideration. After the County Committee has acted upon an appeal the appellant must be notified of the action of the committee. A copy of this notice should be attached to the original of the appeal and filed in the county office. If an adjustment is made in any preliminary soil depleting base as a result of the action of the County Committee, such adjustment should not be made upon the listing sheet. After all appeals in the county have been considered, the listing sheets and the form entitled "List of Appeals and Action Thereon" should be transmitted to the State Committee. Before finally approving soil depleting bases, the State Committee will make necessary revisions in such soil depleting bases in order that such bases will conform with the county limits. It will, therefore, not be necessary for the County Committee to revise preliminary soil depleting bases in order to make them conform with the county limits if the totals of the preliminary soil depleting bases are in excess of the county limits as a result of the action of County Committee on appeals.

There must be executed a form listing all appeals and showing the following information:

1. The serial number of each work sheet.
2. The name of the 1936 operator of each farm.
3. The preliminary soil depleting bases for each farm.

4. The preliminary soil depleting bases after consideration of the appeal by the County Committee.
5. The reasons for the action taken by the County Committee.

A separate listing of appeals should be prepared for total, cotton, and tobacco soil depleting bases by entering in the column headings (3) and (4) of the form the appropriate word "total", "cotton", or "tobacco", whichever is applicable. This form will be prepared in triplicate. The original and one copy will be forwarded to the State Committee and the remaining copy filed in the county office.

Each appellant must be notified of the determination made upon his appeal. If the appellant's contentions are not upheld in whole or in part, he must be notified that he may submit an appeal in writing direct to the State Committee. This notice will contain the following:

1. A statement that the appeal has been denied in whole or in part.
2. A statement that the appellant may submit an appeal in writing to the State Committee.
3. The name and address of the chairman of the State Committee.
4. A statement that the appeal must be received by the State Committee within a certain date. Such date will be seven days from the date of mailing such notice.
5. A statement that if the appellant appeals to the State Committee notice of this fact must be given to the County Committee within the time for filing such appeal.

Upon receipt of information from the appellant to the effect that an appeal is being submitted to the State Committee, the County Committee shall immediately submit the appeal originally filed with the County Committee to the State Committee, together with a complete statement of their reasons for the determination made upon the appeal.

Upon receipt of the notice of appeal from a county filed directly with the State Committee, together with the notice of appeal that appellants have filed with the County Committee and the statements of the County Committee regarding their determination upon such appeals, the State Committee may, if the nature of any case warrants, send a representative of the State Committee to the office of the County Committee for the purpose of hearing the appellant and the County Committee concerning his appeal. The State Committee may, in its discretion, review the determination made by a County Committee upon any appeal, notwithstanding that no notice of appeal to the State Committee was filed.

If any soil depleting base as finally approved by the State Committee is less by more than one percent than the corresponding preliminary soil depleting base, notice in writing of such change should be given as soon as possible by the County Committee to the persons to whom the preliminary notice in respect to such base was sent. A copy of such notice of change should be filed in the County office.

The two forms entitled "Notification of Preliminary Soil Depleting Bases for the 1936 Agricultural Conservation Program" and "List of Appeals and Action Thereon" will be prepared in the office of the State Committee. Copies of such forms will be furnished county offices by the State Committee.

NOTIFICATION OF PRELIMINARY SOIL
DEPLETING BASES FOR THE 1936 AGRICULTURAL
CONSERVATION PROGRAM

Name _____ Address _____

The soil depleting bases for farms located in _____ County have been adjusted to bring them within the county limits assigned to this county. Recommended soil depleting bases for farms reported as owned or operated by you in this county are listed herein. If you have reason to believe that any of the preliminary soil depleting bases for any farm listed herein is not equitable for such farm and you have facts substantiating your belief, you may submit an appeal in writing to the county committee setting forth such substantiating facts. Because of the application of county limits, appeals will be considered only for the purpose of establishing equitable bases as between farms. If you desire to be present when your appeal is under consideration by the county committee, such desire should be indicated in writing in your appeal. Upon consideration of an appeal the county committee may if the facts warrant such adjustment, adjust the preliminary soil depleting bases under consideration either upward or downward. All appeals relative to these bases must be received by the county committee on or before _____, 1936. The soil depleting bases finally approved by the State Committee will be available at a later date. You will be notified as soon as possible if a soil depleting base for any farm listed herein as finally approved by the State Committee is less by more than one percent than the corresponding preliminary soil depleting base for such farm.

The sugar beet soil depleting base will be the number of acres used for the growing of sugar beets in 1936 not in excess of the total soil depleting base less the sum of any cotton and tobacco soil depleting bases. The flax soil depleting base will be the number of acres used for the growing of flax in 1936 not in excess of the total soil depleting base less the sum of any cotton, tobacco and sugar beet soil depleting bases.

You will not be eligible for a grant in this county unless a work sheet is executed for each farm you own or operate in the county. Therefore, it is very important that you forward to the county committee on or before the above final date for filing appeals a legal or other adequate description of any such farms not listed herein.

Work Sheet Serial Number	1936 Operator	Owner	Land in farm (acres)	Prelim- inary total soil de- pleting base	Prelim- inary cotton soil de- pleting base	Prelim- inary tobacco soil de- pleting base
(1)	(2)	(3)	(4)	(5)	(6)	(7)

_____, President, _____ County Agricultural
Conservation Association

Date _____

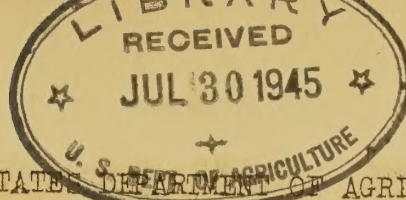
LIST OF APPEALS AND ACTION THEREON

Work Sheet Serial No. (1)	1936 Operator (2)	Preliminary Soil Depleting Base (3)	Preliminary Soil Depleting Base After Appeal (4)	Reasons for Action Thereon (5)

President, _____ County Agricultural
Conservation Association

Date _____

775B



May 28, 1936.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1936 Agricultural Conservation Program - North
Central Region (Amendments to NCR-7 Made Nec-
essary by Issuance of NCR-7A and NCR-8.)

NCR-7, instructions for checking and listing work-sheet data,
is hereby amended as follows:

The paragraph on page 4 headed "Preparing the Regular County
Summary" will apply only to the procedure for the State Committee as
instructed in Step 3 of NCR-8.

The first part of the eleventh line of the next to the last
paragraph on page 5 should be changed to read:

Enter the total of column (11)

Delete the following words in the second line on page 6: "Which
total shall not exceed the total of Column (17)".

Insert after the first paragraph on page 6: The county commit-
tee should review the community committee's revised recommended yields
in Column (27). Careful consideration should be given by the county
committee to see that the yields in Column (27) represent an equitable
relationship of yields between farms, and between minor civil divis-
ions. The county committee should enter its final recommended yield
figures in Column (29).

The paragraph on page 6 headed "Preparing the Special Crops
County Summary," will apply only to the procedure for the State Commit-
tee as instructed in Step 13 of NCR-8. The last two sentences of this
paragraph should be changed to read: Enter in Column (13) the minor
civil division totals of Column (13). Immediately below the listing
of the last minor civil division write the word "County" and obtain
and enter the county total of Column (13).

The heading on page 6: "Forwarding Listing Sheets and Summaries
to the State Committee", should be changed by deleting the words "and
Summaries."

The paragraph following this heading should be changed by
adding the words "and yields" to the first sentence. In the third line
of the second paragraph, insert the words, "and yields" after "State
Committee approved bases."

Change the third paragraph to read: Transfer the State Com-
mittee approved bases and yields for special soil depleting crops
from Columns (34) and (35), or if there are two special crops, from

Columns (34), (35), (36), and (37) of the listing sheet, to Columns (f) and (g), Table III of the work sheets opposite the items bearing the names of the respective special crops.

The paragraph at the bottom of page 6 headed: "Adjusting Productivity", and all of page 7 should be deleted and superseded by the following: It was originally intended that the State Committee should approve county bases before notices of individual bases were issued to farmers. Since the County Committee is now issuing a preliminary notice of individual bases in accordance with the procedure outlined in NCR-7A, it will be necessary to send listing sheets to the State Committee only once. The State Committee will at this time, approve bases and yields and thus obviate handling listing sheets twice.

Instructions for the State Committee relative to adjusting productivity will be found in NCR-8.